



Code: 9173
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: LIEUTENANT

CHARACTERISTICS OF THE CLASS

Under supervision, direction, serves as officer in charge of a unit or section during an assigned tour of duty and performs specialized, technical, and/or confidential work in the office or field; and performs related duties as required

ESSENTIAL DUTIES

- Manages work functions during tour of duty to maximize use of Department personnel and resources in area of responsibility
- Assigns personnel by allocating assignments and tasks in a manner consistent with both union contracts and Department directives
- Schedules and approves requests for use of compensatory time earned and requests for extended time off to maintain appropriate staffing levels
- Checks email, Department administrative messages, and automated in-box throughout tour of duty and takes appropriate action on items received
- Directs the overall watch response to district crime conditions
- Ensures that Sergeants are monitoring their officers' daily activities and are available when officers need assistance
- Ensures that Sergeants respond to officers' assignments (e.g., felonies, domestic disturbances, etc.) and that they evaluate, guide, and instruct officers as needed
- Monitors radio communications regarding officers and sergeants' responses to incidents and crime and vice conditions
- Provides work direction to individuals under their command including advice, guidance, and assistance
- Maintains an environment in which clear standards exist for acceptable behavior and performance and sets an exemplary personal example
- Monitors and ensures compliance with all of the investigative guidelines contained in Department directives regarding complaint, disciplinary, and summary punishment procedures
- Responds to the scene of major field incidents (e.g., police shootings, school emergencies) and assumes command and oversight of the scene
- Responds to the scene of incidents involving gunshots fired at or by police officers and supervises activities at the scene until relieved by a Department member of higher rank
- Ensures that arrestees are charged or released within the 48-hour timeframe, as appropriate, and that arrestees who are eligible for bond are bonded out appropriately
- Manages the In-Car Video system

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Experience Requirement

- **To be eligible to take the examination**, all applicants must be employed by the City of Chicago as Career Service Sergeant of Police. Applicants also must have served an additional two (2) full years as an active Career Service Chicago Police Sergeant on or before the designated date listed on the application.
- **To be eligible for promotion**, an applicant must
 - (a) Be in full-duty status
 - (b) Not be on a leave of absence (military leave excluded), relieved of police powers, on current suspension, or be suspended pending separation
 - (c) Have served three (3) full years as an active Career Service Police Sergeant prior to the pre-service training notice
 - (d) Comply with all Chicago Police Department orders and directives regarding reporting and verification of education credits.
 - (e) Have received a Bachelor's degree from an accredited university prior to the date the member is ordered to report for pre-service training

Licensure, Certification, or Other Qualifications

- Must have a valid State of Illinois driver's license at the time of hire
- Must be a resident in the City of Chicago at the time of hire
- Must have a Firearm Owner's Identification (FOID) card issued by the State of Illinois at the time of hire
- Must maintain the ability to safely handle and use a Department approved firearm

WORKING CONDITIONS

- Police facility environment
- Assignment anywhere within the boundaries of the City of Chicago
- Assignment Duty hours may be any time. Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interact with public in a variety of situations
- Exposure to outdoor weather conditions including extreme weather situations
- Exposure to hazardous or life threatening situations

EQUIPMENT (including but not limited to)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, mobile data computers)
- Two-way radio
- Handcuffs
- Personal defense weapons (Baton, Tasers, Handguns, Rifles, Shotgun, etc.)
- Specialized safety equipment (e.g., bulletproof vests)
- Transportation (cars, bicycles, motorcycles, Segway personal transportation, etc.)

PHYSICAL REQUIREMENTS

- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Safely and lawfully operate automotive vehicles and associated equipment
- Using the necessary force to restrain a person when making an arrest
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length) and reading ordinary/small print

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

- Departmental administrative and personnel policies and procedures
- contract provisions for sworn members and civilians
- Department and external computerized resources and databases
- Department notification and communication procedures and systems within the Department
- general law enforcement methods, procedures, and policies defining the powers and authorities of a law enforcement officer
- policies and procedures regarding the conduct of preliminary investigations including reporting instructions
- Department policies and procedures regarding the processing of persons under Department control
- Department policies and procedures regarding the handling of emergency responses, major incidents, and special operations
- crime conditions, trends, patterns, and crime reduction initiative
- legal considerations connected with the interviewing/interrogation process and interviewing/interrogation procedures
- community policing strategies, policies, techniques, and Department problem-solving efforts
- constitutional protections
- Illinois Criminal and Vehicle Codes
- Chicago Municipal Code
- criminal and non-criminal classification of incidents using the Incident Reporting Guide

Skills

- **ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making
- **ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

- **CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **COMPLEX PROBLEM SOLVING** - Identify complex problems and review related information to develop and evaluate options and implement solutions
- **JUDGEMENT AND DECISION MAKING** - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- **SERVICE ORIENTATION** - Actively look for ways to help people
- **SOCIAL PERCEPTIVENESS** – Demonstrate awareness of others' reactions and understand why they react as they do

Abilities

- **COMPREHEND ORAL INFORMATION** - Listen to and understand information and ideas presented through spoken words and sentences
- **SPEAK** - Communicate information and ideas in speaking so others will understand
- **COMPREHEND WRITTEN INFORMATION** - Read and understand information and ideas presented in writing
- **WRITE** - Communicate information and ideas in writing so others will understand
- **REACH CONCLUSIONS** - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- **RECOGNIZE PROBLEMS** - Tell when something is wrong or is likely to go wrong

Other Characteristics

- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **COOPERATION** - Be pleasant with others on the job and display a good-natured, cooperative attitude
- **CONCERN FOR OTHERS** - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- **ADAPTABILITY/FLEXIBILITY** - Be open to change (positive or negative) and to considerable variety in the workplace
- **STRESS TOLERANCE** - Accept criticism and deal calmly and effectively with high stress situations
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **INITIATIVE** - Demonstrate willingness to take on job challenges
- **PERSISTENCE** - Persist in the face of obstacles on the job
- **SELF-CONTROL** - Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
- **LEADERSHIP** - Demonstrate willingness to lead, take charge, and offer opinions and direction

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2019

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